

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE  
MAY 17, 1989


SUBJECT: PROPOSED 1989-90 SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS BUDGET

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council adopt Resolution No. 89-55 ratifying approval of the 1988-89 San Joaquin County Council of Governments Operating Budget.

BACKGROUND INFORMATION: The City Council has been requested by the Board of Directors of the San Joaquin County Council of Governments to ratify COG's budget previously approved by the Board. This is being done in compliance with the terms and conditions of the Joint Powers Agreement between COG and each member agency. A copy of the cover letter and budget is attached (Exhibit A).

Respectfully submitted,



Thomas A. Peterson  
City Manager

TAP:br

Attachment

MAY 30 '90



SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS

City Manager's Office

1869 EAST HAZELTON AVENUE  
STOCKTON, CALIFORNIA 95205  
TELEPHONE (209) 468-3913

May 24, 1990

Mr. Thomas Peterson  
City Manager  
221 W. Pine Street  
Lodi, CA 95240

Dear Mr. Peterson:

At their regularly scheduled meeting of May 22nd, 1990 the San Joaquin County Council of Governments took action to review and approve the proposed COG budget for fiscal year 1990-91.

After review and a slight modification the Board adopted the budget and directed that it be sent to each of the member governments for their ratification. The COG by-laws state that upon ratification by a majority of the member governments (five) representing over 55% of the population of the County, the budget will automatically go into effect.

The following is a brief explanation of major changes in the budget over last year.

Line Item 141 Salaries. This increase reflects normal cost of living increases granted to staff, promotions and merit increases within staff and any salary adjustments that may be granted during the year.

Line Item 191 Retirement. This amount reflects the cost of providing retirement benefits to all staff members. With the exception of the COG Director and Deputy Director, no retirement benefits have been available to staff. Some money was budgeted last year for this purpose but was not expended.

Line Item 195-196. The increases noted here are the result of escalating medical costs that everyone is currently experiencing and for which we have little control.

Line Item 201 Office Expense. The increase reflected here is a result of anticipated computer software acquisitions and COG's participation with Caltrans in securing the Census Transportation Package.

Line Item 202 Postage. These cost increases result from the postal services notice that postage costs will rise thirty percent this next year.

Line Item 206 Communications. The primary increase reflected here includes the cost of COG's possible relocation and any costs incurred in moving the phone lines or setting up a new system.

Line Item 209 Memberships. The primary increase here was the result of the increased dues for Calcog membership. They are going to a full time director and will be expanding their activities. This is a graduated increase with another increase due next year.

Line Item 220 Professional and Special Services. This line item varies considerably from year to year. It depends upon the COG work load and what tasks will be contracted out or passed through to another agency.

Line Item 220-0200. Allocated Service Department Costs. Over the past year the COG utilized more County services than had been budgeted in the previous cost allocation plan. The added cost rolls forward and inflates the next years anticipated costs.

Line Item 264 Rents. The dramatic increased reflected here are for one time moving costs and increased rental costs for new offices. It is unlikely we can secure space at our current cost plus we will be needing a significant amount of additional space as we assume additional responsibilities.

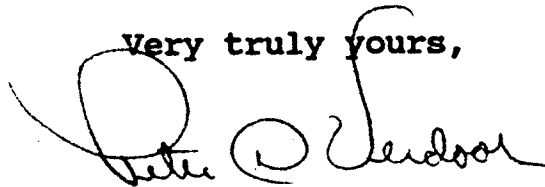
Line Item 451 Fixed Assets. This line item spells out the equipment needs of the COG to carry out our responsibilities and to replace old equipment that is no longer serviceable. Some of the equipment is needed to process the census material that will begin coming in to our office this next year.

Page Three  
May 24, 1990  
Mr. Peterson

Although the budget has increased over the previous year, the overall increase is around 15 percent. Some of those increases are one time expenses and will not be reoccurring in future years. An item of note is the level of income which still exceeds proposed expenditures. There should not be any difficulty in meeting the proposed budget needs.

I would urge that you schedule this for Council action as soon as practical. Should you have any questions concerning this matter, please feel free to contact me.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Peter D. Verdoorn", is written over the typed name. The signature is fluid and cursive, with a large initial "P" and "V".

PETER D. VERDOORN  
Executive Director

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1990-91 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1989-90 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

| LINE<br>ITEM | DESCRIPTION           | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-----------------------|---------------------|----------------------|
| 101-<br>002  | SALARIES - CAFETERIA  | \$ 9,500            | \$ 11,500            |
| 131          | SALARIES - EXTRA HELP | \$ 7,800            | 8,000                |

This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries.

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|-----|------------------------|-----------|-----------|
| 141 | SALARIES - CONTRACTUAL | \$391,721 | \$416,706 |
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This category includes all COG's fulltime positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.

- 1 Executive Director
- 1 Deputy Director
- 2 Senior Planner
- 2 Associate Planners
- 2 Assistant Planners
- 1 Account Technician II
- 1 Clerk Steno II
- 1 Clerk Typist II

| LINE<br>ITEM | DESCRIPTION                             | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 189          | UNEMPLOYMENT COMPENSATION               | \$ 1,176            | \$ 971               |
| 191          | RETIREMENT                              | \$ 47,400           | \$ 57,639            |
| 193          | OASDI                                   | \$ 28,350           | \$ 14,542            |
| 193-<br>003  | MEDICARE                                | \$ 1,320            | \$ 2,309             |
| 194          | LIFE INSURANCE                          | \$ 135              | \$ 338               |
| 195          | HEALTH INSURANCE                        | \$ 17,900           | \$ 27,595            |
| 196          | DENTAL INSURANCE                        | \$ 2,560            | \$ 3,432             |
| 199          | VISION CARE                             | \$ 561              | \$ 637               |
|              | TOTAL SALARIES AND EMPLOYEE<br>BENEFITS | \$508,423           | \$543,669            |
| 201          | OFFICE EXPENSE - GENERAL                | \$ 15,000           | \$ 20,000            |

The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One cost included in this line item printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharing Program. Some of the expense also includes computer software upgrades. Also included this year is the acquisition of the Census Transportation package which was recommended by the Federal funding agencies (\$5,000).

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
| 202          | OFFICE EXPENSE - POSTAGE   | \$ 6,000            | \$ 7,200             |
|              | <p>One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates are expected to increase approximately 30% this next year and account for the increase in the postage budget. The total cost for postage also reflects the volume of mail generated by the COG and the continually expanding use of the mails by the Ridesharing Program.</p> |                     |                      |
| 203          | SUBSCRIPTIONS AND PERIODICALS  | \$ 200              | \$ 250               |
|              | <p>This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.</p>   |                     |                      |
| 206          | COMMUNICATIONS   | \$ 8,000            | \$ 11,500            |
|              | <p>Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, state, and federal agencies. The COG's coordination efforts require a considerable amount of long distance calling. A significant portion of the cost results from maintaining a toll free ridesharing number.</p>   |                     |                      |

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|              | This number receives a high volume of calls but is covered from the Rideshare grant. Also included is the cost of setting up a new phone system as part of COG relocation.   |                     |                      |
| 209          | MEMBERSHIPS  | \$ 1,900            | \$ 3,500             |
|              | Included in memberships are COG's memberships in CalCOG (\$2,750) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).   |                     |                      |
| 211          | EQUIPMENT MAINTENANCE  | \$ 2,500            | \$ 2,500             |
|              | This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed. Although there may not be a need for the full amount, as evidenced in the current year, it is well to have it should it be needed. |                     |                      |
| 214          | RENTS AND LEASES - EQUIPMENT   | \$ 5,640            | \$ 6,000             |
|              | The cost incurred within this line item reflect COG's copying costs. COG leased a new copy machine last year and now publishes almost all their own documents. Although our rents and leases budget has increased we have cut back considerably on our printing costs.   |                     |                      |
| 217          | TRANSPORTATION AND TRAVEL  | \$ 17,590           | \$ 17,590            |
|              | COG's are for the most part inter-governmental in nature and frequent interaction with other agencies outside the County is essential. Trips   |                     |                      |



| LINE |             | BUDGETED | REQUESTED |
|------|-------------|----------|-----------|
| ITEM | DESCRIPTION | 1989-90  | 1990-91   |

outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. In keeping with COG's travel policy the COG Board authorized the attendance of up to four COG Board members at CALCOG annual conference.

Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$500
- . Mileage reimbursements for use of personal cars - \$2,000
- . Meal reimbursements for required attendance at meetings - \$1,200
- . 8 meetings of the Calif. COG Directors (statewide, usually N. California) - \$1,500

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | <ul style="list-style-type: none"> <li>. 1 national conference or business meeting of significant importance - \$1,400</li> <li>. Attendance for two at the annual Intermodal Planning Group Conference - \$1,250</li> <li>. 4 dinner meetings of the COG Executive Committee - \$160</li> <li>. COG Board and staff attendance at CALCOG - \$3,830</li> <li>. Staff participation in RTPA - \$2,500</li> </ul>   |                     |                      |
|              | Request - \$17,590  |                     |                      |
| 218          | MOTOR POOL  | \$ 1,000            | \$ 1,000             |
|              | The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.   |                     |                      |
| 220          | PROFESSIONAL AND SPECIAL SERVICES   | \$174,000           | \$195,380            |
|              | <p>Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$83,880; Legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A recalibration of COG's transportation model - \$20,000; and an update of the Airport Land Use Plan - \$20,000; TMA support \$2000; Rail Studies \$25,000.</p> |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | Some costs reflected above are calculated estimates and subject to further refinement.  |                     |                      |
| 220<br>0010  | SPECIAL DISTRICT ACCOUNT REPORTS  | \$ 60               | \$ 60                |
| 220-<br>0083 | SMTD CONTRACTUAL CHARGES  | \$ 25,200           | \$ 21,600            |
|              | These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1990-91 FY has been reduced to \$21,600.  |                     |                      |
| 220-<br>0200 | ALLOCATED SERVICE DEPARTMENT COSTS  | \$ 972              | \$ 3,819             |
|              | This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The major increase this year was the result of staff turnover and the result- and personnel costs. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES  | \$ 1,700            | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.  |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION   | \$ 645              | \$ 645               |
|              | This figure is based on estimates prepared by the County.   |                     |                      |
| 236          | INSURANCE - CASUALTY  | \$ 62               | \$ 62                |
|              | Exact figures for this cost center are derived by the County.   |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 260          | BUILDING MAINTENANCE  | \$ 500              | \$ 500               |
|              | This category has been included to cover costs involving office renovations, constructing cabinets or shelves, etc.   |                     |                      |
| 264          | RENTS - STRUCTURES AND GROUNDS  | \$ 9,000            | \$30,000             |
|              | The dramatic increase in rents reflects two things. First the need for added space commensurate with COG's added responsibilities and secondly, the possibility of having to relocate outside county facilities which is also considerably more expensive. Also included in this figure is a one time moving expense. |                     |                      |
| 451          | FIXED ASSETS  |                     |                      |
|              | A) Office Equipment   |                     |                      |
|              | . One fax machine   |                     | \$2,000              |
|              | . One small panel table   |                     | \$ 265               |
|              | . Misc. office equipment  |                     | \$ 250               |
|              | . Two 42" H, 3 shelves bookcases  |                     | \$ 300               |
|              |   |                     | -----                |
|              | Total Office Equipment  |                     | \$2,815              |
|              | B) Computer Equipment   |                     |                      |
|              | . One Laptop computer (280)   |                     | \$ 5,000             |
|              | . Two Laser HD2 type printers   |                     | \$ 4,000             |
|              | . One CD RAM Player   |                     | \$12,000             |
|              | . Expanded RAM for 3 computers  |                     | \$ 2,000             |
|              | . Associated cabling and software   |                     | \$ 1,500             |
|              | Total   |                     | \$24,500             |
|              | TOTAL FIXED ASSETS  |                     | \$27,315             |

# **BUDGET TOTALS**

|                                    | <b>Budgeted<br/>1989-90</b> | <b>Requested<br/>1990-91</b> |
|------------------------------------|-----------------------------|------------------------------|
| <b>Total Salaries</b>              | <b>\$409,021</b>            | <b>\$436,206</b>             |
| <b>Total Fringe Benefits</b>       | <b>\$ 99,402</b>            | <b>\$107,463</b>             |
| <b>Total Services and Supplies</b> | <b>\$269,969</b>            | <b>\$323,306</b>             |
| <b>Total Fixed Assets</b>          | <b>\$ 12,065</b><br>-----   | <b>\$ 27,315</b><br>-----    |
| <b>TOTAL</b>                       | <b>\$790,457</b>            | <b>\$894,290</b>             |

## **1990-91 OWP REVENUE SOURCES**

|  |                       |
|--|-----------------------|
| <b>State Subvention 1990-91 Allocation</b>       | <b>\$ 86,500</b>      |
| <b>State Subvention Prior Year Carryover</b>     | <b>6,740</b>          |
| <b>PL 1989/90 Allocation (Available 10/1/90)</b> | <b>210,002</b>        |
| <b>PL Prior Year Carryover</b>                   | <b>161,790</b>        |
| <b>UMTA Section 8 1990-91 Allocation</b>         | <b>25,200</b>         |
| <b>TDA Administration (LTF)</b>                  | <b>39,000</b>         |
| <b>TDA Apportionment (LTF)</b>                   | <b>199,180</b>        |
| <b>TDA Carryover (LTF)</b>                       | <b>7,160</b>          |
| <b>FAP Rideshare</b>                             | <b>209,700</b>        |
| <b>SAAG FAP Match</b>                            | <b>8,400</b>          |
| <b>S.J.Co. Airport Land Use Support</b>          | <b>6,000</b>          |
| <b>SMTD-UMTA Sec. 8 Match</b>                    | <b>6,300</b><br>----- |
| <b>Est. Funds Available</b>                      | <b>\$965,972</b>      |

**SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
1989-90 Line Item Budget**

| Line<br>Item | Description                          | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|--------------------------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria                 | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help                | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries - Contractual               | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.                   | 1,061               | 900                            | 1,176                |
| 191          | Retirement                           | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                                | 8,198               | 7,523                          | 28,350               |
| 193-         |                                      |                     |                                |                      |
| 003          | Medicare                             | 764                 | 609                            | 1,320                |
| 194          | Life Insurance                       | 200                 | 389                            | 135                  |
| 195          | Health Insurance                     | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance                     | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care                          | 470                 | 421                            | 561                  |
| 201          | Office Expense - General             | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense - Postage             | 5,700               | 5,600                          | 6,000                |
| 2 0 3        | S u b s c r i p t i o n s            |                     |                                | a n d                |
|              | Periodicals                          | 200                 | 200                            | 200                  |
| 206          | Communications                       | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships                          | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance                | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases - Equipment           | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and Travel            | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool                           | 1,000               | 600                            | 1,000                |
| 220          | Professional and Special<br>Services | 177,500             | 100,000                        | 174,000              |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1990-91 LINE ITEM BUDGET AND JUSTIFICATION

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| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | <ul style="list-style-type: none"> <li>. 1 national conference or business meeting of significant importance - \$1,400</li> <li>. Attendance for two at the annual Intermodal Planning Group Conference - \$1,250</li> <li>. 4 dinner meetings of the COG Executive Committee - \$160</li> <li>. COG Board and staff attendance at CALCOG - \$3,830</li> <li>. Staff participation in RTPA - \$2,500</li> </ul>   |                     |                      |
|              | Request - \$17,590  |                     |                      |
| 218          | MOTOR POOL  | \$ 1,000            | \$ 1,000             |
|              | <p>The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.</p>  |                     |                      |
| 220          | PROFESSIONAL AND SPECIAL SERVICES   | \$174,000           | \$195,380            |
|              | <p>Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$83,880; Legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A recalibration of COG's transportation model - \$20,000; and an update of the Airport Land Use Plan - \$20,000; TMA support \$2000; Rail Studies \$25,000.</p> |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | Some costs reflected above are calculated estimates and subject to further refinement.  |                     |                      |
| 220<br>0010  | SPECIAL DISTRICT ACCOUNT REPORTS  | \$ 60               | \$ 60                |
| 220-<br>0083 | SMTD CONTRACTUAL CHARGES  | \$ 25,200           | \$ 21,600            |
|              | These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1990-91 FY has been reduced to \$21,600.  |                     |                      |
| 220-<br>0200 | ALLOCATED SERVICE DEPARTMENT COSTS  | \$ 972              | \$ 3,819             |
|              | This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The major increase this year was the result of staff turnover and the result- and personnel costs. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES  | \$ 1,700            | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.  |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION   | \$ 645              | \$ 645               |
|              | This figure is based on estimates prepared by the County.   |                     |                      |
| 236          | INSURANCE - CASUALTY  | \$ 62               | \$ 62                |
|              | Exact figures for this cost center are derived by the County.   |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 260          | BUILDING MAINTENANCE  | \$ 500              | \$ 500               |
|              | This category has been included to cover costs involving office renovations, constructing cabinets or shelves, etc.   |                     |                      |
| 264          | RENTS - STRUCTURES AND GROUNDS  | \$ 9,000            | \$30,000             |
|              | The dramatic increase in rents reflects two things. First the need for added space commensurate with COG's added responsibilities and secondly, the possibility of having to relocate outside county facilities which is also considerably more expensive. Also included in this figure is a one time moving expense. |                     |                      |
| 451          | FIXED ASSETS  |                     |                      |
|              | A) Office Equipment   |                     |                      |
|              | . One fax machine   |                     | \$2,000              |
|              | . One small panel table   |                     | \$ 265               |
|              | . Misc. office equipment  |                     | \$ 250               |
|              | . Two 42" H, 3 shelves bookcases  |                     | \$ 300               |
|              |   |                     | -----                |
|              | Total Office Equipment  |                     | \$2,815              |
|              | B) Computer Equipment   |                     |                      |
|              | . One Laptop computer (280)   |                     | \$ 5,000             |
|              | . Two Laser HD2 type printers   |                     | \$ 4,000             |
|              | . One CD RAM Player   |                     | \$12,000             |
|              | . Expanded RAM for 3 computers  |                     | \$ 2,000             |
|              | . Associated cabling and software   |                     | \$ 1,500             |
|              | Total   |                     | \$24,500             |
|              | TOTAL FIXED ASSETS  |                     | \$27,315             |

# BUDGET TOTALS

|                             | Budgeted<br>1989-90 | Requested<br>1990-91 |
|-----------------------------|---------------------|----------------------|
| Total Salaries              | \$409,021           | \$436,206            |
| Total Fringe Benefits       | \$ 99,402           | \$107,463            |
| Total Services and Supplies | \$269,969           | \$323,306            |
| Total Fixed Assets          | \$ 12,065<br>-----  | \$ 27,315<br>-----   |
| TOTAL                       | \$790,457           | \$894,290            |

## 1990-91 OWP REVENUE SOURCES

|   |                |
|---|----------------|
| State Subvention 1990-91 Allocation       | \$ 86,500      |
| State Subvention Prior Year Carryover     | 6,740          |
| PL 1989/90 Allocation (Available 10/1/90) | 210,002        |
| PL Prior Year Carryover                   | 161,790        |
| UMTA Section 8 1990-91 Allocation         | 25,200         |
| TDA Administration (LTF)                  | 39,000         |
| TDA Apportionment (LTF)                   | 199,180        |
| TDA Carryover (LTF)                       | 7,160          |
| FAP Rideshare                             | 209,700        |
| SAAG FAP Match                            | 8,400          |
| S.J.Co. Airport Land Use Support          | 6,000          |
| SMTD-UMTA Sec. 8 Match                    | 6,300<br>----- |
| Est. Funds Available                      | \$965,972      |

**SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS**  
**1989-90 Line Item Budget**

| Line<br>Item | Description                          | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|--------------------------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria                 | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help                | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries - Contractual               | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.                   | 1,061               | 900                            | 1,176                |
| 191          | Retirement                           | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                                | 8,198               | 7,523                          | 28,350               |
| 193-         |                                      |                     |                                |                      |
| 003          | Medicare                             | 764                 | 609                            | 1,320                |
| 194          | Life Insurance                       | 200                 | 389                            | 135                  |
| 195          | Health Insurance                     | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance                     | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care                          | 470                 | 421                            | 561                  |
| 201          | Office Expense - General             | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense - Postage             | 5,700               | 5,600                          | 6,000                |
| 2 0 3        | S u b s c r i p t i o n s            |                     |                                | a n d                |
|              | Periodicals                          | 200                 | 200                            | 200                  |
| 206          | Communications                       | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships                          | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance                | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases - Equipment           | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and Travel            | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool                           | 1,000               | 600                            | 1,000                |
| 220          | Professional and Special<br>Services | 177,500             | 100,000                        | 174,000              |



SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1990-91 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1989-90 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

| LINE<br>ITEM | DESCRIPTION           | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-----------------------|---------------------|----------------------|
| 101-<br>002  | SALARIES - CAFETERIA  | \$ 9,500            | \$ 11,500            |
| 131          | SALARIES - EXTRA HELP | \$ 7,800            | 8,000                |

This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries.

|     |                        |           |           |
|-----|------------------------|-----------|-----------|
| 141 | SALARIES - CONTRACTUAL | \$391,721 | \$416,706 |
|-----|------------------------|-----------|-----------|

This category includes all COG's fulltime positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.

- 1 Executive Director
- 1 Deputy Director
- 2 Senior Planner
- 2 Associate Planners
- 2 Assistant Planners
- 1 Account Technician II
- 1 Clerk Steno II
- 1 Clerk Typist II

| LINE<br>ITEM | DESCRIPTION                             | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 189          | UNEMPLOYMENT COMPENSATION               | \$ 1,176            | \$ 971               |
| 191          | RETIREMENT                              | \$ 47,400           | \$ 57,639            |
| 193          | OASDI                                   | \$ 28,350           | \$ 14,542            |
| 193-<br>003  | MEDICARE                                | \$ 1,320            | \$ 2,309             |
| 194          | LIFE INSURANCE                          | \$ 135              | \$ 338               |
| 195          | HEALTH INSURANCE                        | \$ 17,900           | \$ 27,595            |
| 196          | DENTAL INSURANCE                        | \$ 2,560            | \$ 3,432             |
| 199          | VISION CARE                             | \$ 561              | \$ 637               |
|              | TOTAL SALARIES AND EMPLOYEE<br>BENEFITS | \$508,423           | \$543,669            |
| 201          | OFFICE EXPENSE - GENERAL                | \$ 15,000           | \$ 20,000            |

The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One cost included in this line item printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharing Program. Some of the expense also includes computer software upgrades. Also included this year is the acquisition of the Census Transportation package which was recommended by the Federal funding agencies (\$5,000).

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
| 202          | OFFICE EXPENSE - POSTAGE   | \$ 6,000            | \$ 7,200             |
|              | <p>One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates are expected to increase approximately 30% this next year and account for the increase in the postage budget. The total cost for postage also reflects the volume of mail generated by the COG and the continually expanding use of the mails by the Ridesharing Program.</p> |                     |                      |
| 203          | SUBSCRIPTIONS AND PERIODICALS  | \$ 200              | \$ 250               |
|              | <p>This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.</p>   |                     |                      |
| 206          | COMMUNICATIONS   | \$ 8,000            | \$ 11,500            |
|              | <p>Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, state, and federal agencies. The COG's coordination efforts require a considerable amount of long distance calling. A significant portion of the cost results from maintaining a toll free ridesharing number.</p>   |                     |                      |

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | This number receives a high volume of calls but is covered from the Rideshare grant. Also included is the cost of setting up a new phone system as part of COG relocation.   |                     |                      |
| 209          | MEMBERSHIPS  | \$ 1,900            | \$ 3,500             |
|              | Included in memberships are COG's memberships in CalCOG (\$2,750) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).   |                     |                      |
| 211          | EQUIPMENT MAINTENANCE  | \$ 2,500            | \$ 2,500             |
|              | This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed. Although there may not be a need for the full amount, as evidenced in the current year, it is well to have it should it be needed. |                     |                      |
| 214          | RENTS AND LEASES - EQUIPMENT   | \$ 5,640            | \$ 6,000             |
|              | The cost incurred within this line item reflect COG's copying costs. COG leased a new copy machine last year and now publishes almost all their own documents. Although our rents and leases budget has increased we have cut back considerably on our printing costs.   |                     |                      |
| 217          | TRANSPORTATION AND TRAVEL  | \$ 17,590           | \$ 17,590            |
|              | COG's are for the most part inter-governmental in nature and frequent interaction with other agencies outside the County is essential. Trips   |                     |                      |

| LINE |             | BUDGETED | REQUESTED |
|------|-------------|----------|-----------|
| ITEM | DESCRIPTION | 1989-90  | 1990-91   |

outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. In keeping with COG's travel policy the COG Board authorized the attendance of up to four COG Board members at CALCOG annual conference.

Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$500
- . Mileage reimbursements for use of personal cars - \$2,000
- . Meal reimbursements for required attendance at meetings - \$1,200
- . 8 meetings of the Calif. COG Directors (statewide, usually N. California) - \$1,500

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | <ul style="list-style-type: none"> <li>. 1 national conference or business meeting of significant importance - \$1,400</li> <li>. Attendance for two at the annual Intermodal Planning Group Conference - \$1,250</li> <li>. 4 dinner meetings of the COG Executive Committee - \$160</li> <li>. COG Board and staff attendance at CALCOG - \$3,830</li> <li>. Staff participation in RTPA - \$2,500</li> </ul>   |                     |                      |
|              | Request - \$17,590  |                     |                      |
| 218          | MOTOR POOL  | \$ 1,000            | \$ 1,000             |
|              | <p>The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.</p>  |                     |                      |
| 220          | PROFESSIONAL AND SPECIAL SERVICES   | \$174,000           | \$195,380            |
|              | <p>Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$83,880; Legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A recalibration of COG's transportation model - \$20,000; and an update of the Airport Land Use Plan - \$20,000; TMA support \$2000; Rail Studies \$25,000.</p> |                     |                      |

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | Some costs reflected above are calculated estimates and subject to further refinement.   |                     |                      |
| 220-0010     | SPECIAL DISTRICT ACCOUNT REPORTS   | \$ 60               | \$ 60                |
| 220-0083     | SMTD CONTRACTUAL CHARGES   | \$ 25,200           | \$ 21,600            |
|              | These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1990-91 FY has been reduced to \$21,600.   |                     |                      |
| 220-0200     | ALLOCATED SERVICE DEPARTMENT COSTS   | \$ 972              | \$ 3,819             |
|              | This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The major increase this year was the result of staff turnover and the result-and personnel costs. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES   | \$ 1,700            | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.   |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION  | \$ 645              | \$ 645               |
|              | This figure is based on estimates prepared by the County.  |                     |                      |
| 236          | INSURANCE - CASUALTY   | \$ 62               | \$ 62                |
|              | Exact figures for this cost center are derived by the County.  |                     |                      |

| LINE<br>ITEM | DESCRIPTION | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-------------|---------------------|----------------------|
|--------------|-------------|---------------------|----------------------|

|     |                      |        |        |
|-----|----------------------|--------|--------|
| 260 | BUILDING MAINTENANCE | \$ 500 | \$ 500 |
|-----|----------------------|--------|--------|

This category has been included to cover costs involving office renovations, constructing cabinets or shelves, etc.

|     |                                |          |          |
|-----|--------------------------------|----------|----------|
| 264 | RENTS - STRUCTURES AND GROUNDS | \$ 9,000 | \$30,000 |
|-----|--------------------------------|----------|----------|

The dramatic increase in rents reflects two things. First the need for added space commensurate with COG's added responsibilities and secondly, the possibility of having to relocate outside county facilities which is also considerably more expensive. Also included in this figure is a one time moving expense.

451 FIXED ASSETS

|                                  |         |
|----------------------------------|---------|
| A) Office Equipment              |         |
| . One fax machine                | \$2,000 |
| . One small panel table          | \$ 265  |
| . Misc. office equipment         | \$ 250  |
| . Two 42" H, 3 shelves bookcases | \$ 300  |
|                                  | -----   |

|                        |         |
|------------------------|---------|
| Total Office Equipment | \$2,815 |
|------------------------|---------|

|                                   |          |
|-----------------------------------|----------|
| B) Computer Equipment             |          |
| . One Laptop computer (280)       | \$ 5,000 |
| . Two Laser HD2 type printers     | \$ 4,000 |
| . One CD RAM Player               | \$12,000 |
| . Expanded RAM for 3 computers    | \$ 2,000 |
| . Associated cabling and software | \$ 1,500 |

|       |          |
|-------|----------|
| Total | \$24,500 |
|-------|----------|

|                    |          |
|--------------------|----------|
| TOTAL FIXED ASSETS | \$27,315 |
|--------------------|----------|



# BUDGET TOTALS

|                             | Budgeted<br>1989-90 | Requested<br>1990-91 |
|-----------------------------|---------------------|----------------------|
| Total Salaries              | \$409,021           | \$436,206            |
| Total Fringe Benefits       | \$ 99,402           | \$107,463            |
| Total Services and Supplies | \$269,969           | \$323,306            |
| Total Fixed Assets          | \$ 12,065<br>-----  | \$ 27,315<br>-----   |
| TOTAL                       | \$790,457           | \$894,290            |

## 1990-91 OWP REVENUE SOURCES

|   |                |
|---|----------------|
| State Subvention 1990-91 Allocation       | \$ 86,500      |
| State Subvention Prior Year Carryover     | 6,740          |
| PL 1989/90 Allocation (Available 10/1/90) | 210,002        |
| PL Prior Year Carryover                   | 161,790        |
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| TDA Administration (LTF)                  | 39,000         |
| TDA Apportionment (LTF)                   | 199,180        |
| TDA Carryover (LTF)                       | 7,160          |
| FAP Rideshare                             | 209,700        |
| SAAG FAP Match                            | 8,400          |
| S.J.Co. Airport Land Use Support          | 6,000          |
| SMTD-UMTA Sec. 8 Match                    | 6,300<br>----- |
| Est. Funds Available                      | \$965,972      |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
1989-90 Line Item Budget

| Line<br>Item | Description                          | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|--------------------------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria                 | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help                | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries - Contractual               | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.                   | 1,061               | 900                            | 1,176                |
| 191          | Retirement                           | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                                | 8,198               | 7,523                          | 28,350               |
| 193-         |                                      |                     |                                |                      |
| 003          | Medicare                             | 764                 | 609                            | 1,320                |
| 194          | Life Insurance                       | 200                 | 389                            | 135                  |
| 195          | Health Insurance                     | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance                     | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care                          | 470                 | 421                            | 561                  |
| 201          | Office Expense - General             | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense - Postage             | 5,700               | 5,600                          | 6,000                |
| 2 0 3        | S u b s c r i p t i o n s            |                     |                                | a n d                |
|              | Periodicals                          | 200                 | 200                            | 200                  |
| 206          | Communications                       | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships                          | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance                | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases - Equipment           | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and Travel            | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool                           | 1,000               | 600                            | 1,000                |
| 220          | Professional and Special<br>Services | 177,500             | 100,000                        | 174,000              |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1990-91 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1989-90 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

| LINE<br>ITEM | DESCRIPTION           | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-----------------------|---------------------|----------------------|
| 101-         | SALARIES - CAFETERIA  | \$ 9,500            | \$ 11,500            |
| 002          |                       |                     |                      |
| 131          | SALARIES - EXTRA HELP | \$ 7,800            | 8,000                |

This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries.

|     |                        |           |           |
|-----|------------------------|-----------|-----------|
| 141 | SALARIES - CONTRACTUAL | \$391,721 | \$416,706 |
|-----|------------------------|-----------|-----------|

This category includes all COG's fulltime positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.

- 1 Executive Director
- 1 Deputy Director
- 2 Senior Planner
- 2 Associate Planners
- 2 Assistant Planners
- 1 Account Technician II
- 1 Clerk Steno II
- 1 Clerk Typist II

| LINE<br>ITEM | DESCRIPTION                             | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 189          | UNEMPLOYMENT COMPENSATION               | \$ 1,176            | \$ 971               |
| 191          | RETIREMENT                              | \$ 47,400           | \$ 57,639            |
| 193          | OASDI                                   | \$ 28,350           | \$ 14,542            |
| 193-<br>003  | MEDICARE                                | \$ 1,320            | \$ 2,309             |
| 194          | LIFE INSURANCE                          | \$ 135              | \$ 338               |
| 195          | HEALTH INSURANCE                        | \$ 17,900           | \$ 27,595            |
| 196          | DENTAL INSURANCE                        | \$ 2,560            | \$ 3,432             |
| 199          | VISION CARE                             | \$ 561              | \$ 637               |
|              | TOTAL SALARIES AND EMPLOYEE<br>BENEFITS | \$508,423           | \$543,669            |
| 201          | OFFICE EXPENSE - GENERAL                | \$ 15,000           | \$ 20,000            |

The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One cost included in this line item printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharing Program. Some of the expense also includes computer software upgrades. Also included this year is the acquisition of the Census Transportation package which was recommended by the Federal funding agencies (\$5,000).

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
| 202          | OFFICE EXPENSE - POSTAGE   | \$ 6,000            | \$ 7,200             |
|              | <p>One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates are expected to increase approximately 30% this next year and account for the increase in the postage budget. The total cost for postage also reflects the volume of mail generated by the COG and the continually expanding use of the mails by the Ridesharing Program.</p> |                     |                      |
| 203          | SUBSCRIPTIONS AND PERIODICALS  | \$ 200              | \$ 250               |
|              | <p>This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.</p>   |                     |                      |
| 206          | COMMUNICATIONS   | \$ 8,000            | \$ 11,500            |
|              | <p>Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, state, and federal agencies. The COG's coordination efforts require a considerable amount of long distance calling. A significant portion of the cost results from maintaining a toll free ridesharing number.</p>   |                     |                      |

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | This number receives a high volume of calls but is covered from the Rideshare grant. Also included is the cost of setting up a new phone system as part of COG relocation.   |                     |                      |
| 209          | MEMBERSHIPS  | \$ 1,900            | \$ 3,500             |
|              | Included in memberships are COG's memberships in CalCOG (\$2,750) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).   |                     |                      |
| 211          | EQUIPMENT MAINTENANCE  | \$ 2,500            | \$ 2,500             |
|              | This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed. Although there may not be a need for the full amount, as evidenced in the current year, it is well to have it should it be needed. |                     |                      |
| 214          | RENTS AND LEASES - EQUIPMENT   | \$ 5,640            | \$ 6,000             |
|              | The cost incurred within this line item reflect COG's copying costs. COG leased a new copy machine last year and now publishes almost all their own documents. Although our rents and leases budget has increased we have cut back considerably on our printing costs.   |                     |                      |
| 217          | TRANSPORTATION AND TRAVEL  | \$ 17,590           | \$ 17,590            |
|              | COG's are for the most part inter-governmental in nature and frequent interaction with other agencies outside the County is essential. Trips   |                     |                      |

| LINE |             | BUDGETED | REQUESTED |
|------|-------------|----------|-----------|
| ITEM | DESCRIPTION | 1989-90  | 1990-91   |

outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. In keeping with COG's travel policy the COG Board authorized the attendance of up to four COG Board members at CALCOG annual conference.

Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$500
- . Mileage reimbursements for use of personal cars - \$2,000
- . Meal reimbursements for required attendance at meetings - \$1,200
- . 8 meetings of the Calif. COG Directors (statewide, usually N. California) - \$1,500

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | <ul style="list-style-type: none"> <li>. 1 national conference or business meeting of significant importance - \$1,400</li> <li>. Attendance for two at the annual Intermodal Planning Group Conference - \$1,250</li> <li>. 4 dinner meetings of the COG Executive Committee - \$160</li> <li>. COG Board and staff attendance at CALCOG - \$3,830</li> <li>. Staff participation in RTPA - \$2,500</li> </ul>   |                     |                      |
|              | Request - \$17,590  |                     |                      |
| 218          | MOTOR POOL  | \$ 1,000            | \$ 1,000             |
|              | <p>The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.</p>  |                     |                      |
| 220          | PROFESSIONAL AND SPECIAL SERVICES   | \$174,000           | \$195,380            |
|              | <p>Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$83,880; Legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A recalibration of COG's transportation model - \$20,000; and an update of the Airport Land Use Plan - \$20,000; TMA support \$2000; Rail Studies \$25,000.</p> |                     |                      |



| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | Some costs reflected above are calculated estimates and subject to further refinement.   |                     |                      |
| 220<br>0010  | SPECIAL DISTRICT ACCOUNT REPORTS   | \$ 60               | \$ 60                |
| 220-<br>0083 | SMTD CONTRACTUAL CHARGES   | \$ 25,200           | \$ 21,600            |
|              | These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1990-91 FY has been reduced to \$21,600.   |                     |                      |
| 220-<br>0200 | ALLOCATED SERVICE DEPARTMENT COSTS   | \$ 972              | \$ 3,819             |
|              | This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The major increase this year was the result of staff turnover and the result-and personnel costs. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES   | \$ 1,700            | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.   |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION  | \$ 645              | \$ 645               |
|              | This figure is based on estimates prepared by the County.  |                     |                      |
| 236          | INSURANCE - CASUALTY   | \$ 62               | \$ 62                |
|              | Exact figures for this cost center are derived by the County.  |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 260          | BUILDING MAINTENANCE  | \$ 500              | \$ 500               |
|              | This category has been included to cover costs involving office renovations, constructing cabinets or shelves, etc.   |                     |                      |
| 264          | RENTS - STRUCTURES AND GROUNDS  | \$ 9,000            | \$30,000             |
|              | The dramatic increase in rents reflects two things. First the need for added space commensurate with COG's added responsibilities and secondly, the possibility of having to relocate outside county facilities which is also considerably more expensive. Also included in this figure is a one time moving expense. |                     |                      |
| 451          | FIXED ASSETS  |                     |                      |
|              | A) Office Equipment   |                     |                      |
|              | . One fax machine   |                     | \$2,000              |
|              | . One small panel table   |                     | \$ 265               |
|              | . Misc. office equipment  |                     | \$ 250               |
|              | . Two 42" H, 3 shelves bookcases  |                     | \$ 300               |
|              |   |                     | -----                |
|              | Total Office Equipment  |                     | \$2,815              |
|              | B) Computer Equipment   |                     |                      |
|              | . One Laptop computer (280)   |                     | \$ 5,000             |
|              | . Two Laser HD2 type printers   |                     | \$ 4,000             |
|              | . One CD RAM Player   |                     | \$12,000             |
|              | . Expanded RAM for 3 computers  |                     | \$ 2,000             |
|              | . Associated cabling and software   |                     | \$ 1,500             |
|              | Total   |                     | \$24,500             |
|              | TOTAL FIXED ASSETS  |                     | \$27,315             |

# BUDGET TOTALS

|                             | Budgeted<br>1989-90 | Requested<br>1990-91 |
|-----------------------------|---------------------|----------------------|
| Total Salaries              | \$409,021           | \$436,206            |
| Total Fringe Benefits       | \$ 99,402           | \$107,463            |
| Total Services and Supplies | \$269,969           | \$323,306            |
| Total Fixed Assets          | \$ 12,065<br>-----  | \$ 27,315<br>-----   |
| TOTAL                       | \$790,457           | \$894,290            |

## 1990-91 OWP REVENUE SOURCES

|   |                |
|---|----------------|
| State Subvention 1990-91 Allocation       | \$ 86,500      |
| State Subvention Prior Year Carryover     | 6,740          |
| PL 1989/90 Allocation (Available 10/1/90) | 210,002        |
| PL Prior Year Carryover                   | 161,790        |
| UMTA Section 8 1990-91 Allocation         | 25,200         |
| TDA Administration (LTF)                  | 39,000         |
| TDA Apportionment (LTF)                   | 199,180        |
| TDA Carryover (LTF)                       | 7,160          |
| FAP Rideshare                             | 209,700        |
| SAAG FAP Match                            | 8,400          |
| S.J.Co. Airport Land Use Support          | 6,000          |
| SMTD-UMTA Sec. 8 Match                    | 6,300<br>----- |
| Est. Funds Available                      | \$965,972      |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
1989-90 Line Item Budget

| Line<br>Item | Description                          | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|--------------------------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria                 | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help                | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries - Contractual               | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.                   | 1,061               | 900                            | 1,176                |
| 191          | Retirement                           | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                                | 8,198               | 7,523                          | 28,350               |
| 193-         |                                      |                     |                                |                      |
| 003          | Medicare                             | 764                 | 609                            | 1,320                |
| 194          | Life Insurance                       | 200                 | 389                            | 135                  |
| 195          | Health Insurance                     | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance                     | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care                          | 470                 | 421                            | 561                  |
| 201          | Office Expense - General             | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense - Postage             | 5,700               | 5,600                          | 6,000                |
| 2 0 3        | S u b s c r i p t i o n s            |                     |                                | a n d                |
|              | Periodicals                          | 200                 | 200                            | 200                  |
| 206          | Communications                       | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships                          | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance                | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases - Equipment           | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and Travel            | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool                           | 1,000               | 600                            | 1,000                |
| 220          | Professional and Special<br>Services | 177,500             | 100,000                        | 174,000              |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1990-91 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1989-90 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

| LINE<br>ITEM | DESCRIPTION           | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-----------------------|---------------------|----------------------|
| 101-<br>002  | SALARIES - CAFETERIA  | \$ 9,500            | \$ 11,500            |
| 131          | SALARIES - EXTRA HELP | \$ 7,800            | 8,000                |

This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries.

|     |                        |           |           |
|-----|------------------------|-----------|-----------|
| 141 | SALARIES - CONTRACTUAL | \$391,721 | \$416,706 |
|-----|------------------------|-----------|-----------|

This category includes all COG's fulltime positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.

- 1 Executive Director
- 1 Deputy Director
- 2 Senior Planner
- 2 Associate Planners
- 2 Assistant Planners
- 1 Account Technician II
- 1 Clerk Steno II
- 1 Clerk Typist II

| LINE<br>ITEM | DESCRIPTION                             | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 189          | UNEMPLOYMENT COMPENSATION               | \$ 1,176            | \$ 971               |
| 191          | RETIREMENT                              | \$ 47,400           | \$ 57,639            |
| 193          | OASDI                                   | \$ 28,350           | \$ 14,542            |
| 193-<br>003  | MEDICARE                                | \$ 1,320            | \$ 2,309             |
| 194          | LIFE INSURANCE                          | \$ 135              | \$ 338               |
| 195          | HEALTH INSURANCE                        | \$ 17,900           | \$ 27,595            |
| 196          | DENTAL INSURANCE                        | \$ 2,560            | \$ 3,432             |
| 199          | VISION CARE                             | \$ 561              | \$ 637               |
|              | TOTAL SALARIES AND EMPLOYEE<br>BENEFITS | \$508,423           | \$543,669            |
| 201          | OFFICE EXPENSE - GENERAL                | \$ 15,000           | \$ 20,000            |

The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One cost included in this line item printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharing Program. Some of the expense also includes computer software upgrades. Also included this year is the acquisition of the Census Transportation package which was recommended by the Federal funding agencies (\$5,000).

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
| 202          | OFFICE EXPENSE - POSTAGE   | \$ 6,000            | \$ 7,200             |
|              | <p>One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates are expected to increase approximately 30% this next year and account for the increase in the postage budget. The total cost for postage also reflects the volume of mail generated by the COG and the continually expanding use of the mails by the Ridesharing Program.</p> |                     |                      |
| 203          | SUBSCRIPTIONS AND PERIODICALS  | \$ 200              | \$ 250               |
|              | <p>This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.</p>   |                     |                      |
| 206          | COMMUNICATIONS   | \$ 8,000            | \$ 11,500            |
|              | <p>Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, state, and federal agencies. The COG's coordination efforts require a considerable amount of long distance calling. A significant portion of the cost results from maintaining a toll free ridesharing number.</p>   |                     |                      |

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | This number receives a high volume of calls but is covered from the Rideshare grant. Also included is the cost of setting up a new phone system as part of COG relocation.   |                     |                      |
| 209          | MEMBERSHIPS  | \$ 1,900            | \$ 3,500             |
|              | Included in memberships are COG's memberships in CalCOG (\$2,750) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).   |                     |                      |
| 211          | EQUIPMENT MAINTENANCE  | \$ 2,500            | \$ 2,500             |
|              | This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed. Although there may not be a need for the full amount, as evidenced in the current year, it is well to have it should it be needed. |                     |                      |
| 214          | RENTS AND LEASES - EQUIPMENT   | \$ 5,640            | \$ 6,000             |
|              | The cost incurred within this line item reflect COG's copying costs. COG leased a new copy machine last year and now publishes almost all their own documents. Although our rents and leases budget has increased we have cut back considerably on our printing costs.   |                     |                      |
| 217          | TRANSPORTATION AND TRAVEL  | \$ 17,590           | \$ 17,590            |
|              | COG's are for the most part inter-governmental in nature and frequent interaction with other agencies outside the County is essential. Trips   |                     |                      |



| LINE |             | BUDGETED | REQUESTED |
|------|-------------|----------|-----------|
| ITEM | DESCRIPTION | 1989-90  | 1990-91   |

outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. In keeping with COG's travel policy the COG Board authorized the attendance of up to four COG Board members at CALCOG annual conference.

Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
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- . Mileage reimbursements for use of personal cars - \$2,000
- . Meal reimbursements for required attendance at meetings - \$1,200
- . 8 meetings of the Calif. COG Directors (statewide, usually N. California) - \$1,500

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | <ul style="list-style-type: none"> <li>. 1 national conference or business meeting of significant importance - \$1,400</li> <li>. Attendance for two at the annual Intermodal Planning Group Conference - \$1,250</li> <li>. 4 dinner meetings of the COG Executive Committee - \$160</li> <li>. COG Board and staff attendance at CALCOG - \$3,830</li> <li>. Staff participation in RTPA - \$2,500</li> </ul>  |                     |                      |
|              | Request - \$17,590   |                     |                      |
| 218          | MOTOR POOL   | \$ 1,000            | \$ 1,000             |
|              | The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.  |                     |                      |
| 220          | PROFESSIONAL AND SPECIAL SERVICES  | \$174,000           | \$195,380            |
|              | Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$83,880; Legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A recalibration of COG's transportation model - \$20,000; and an update of the Airport Land Use Plan - \$20,000; TMA support \$2000; Rail Studies \$25,000. |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | Some costs reflected above are calculated estimates and subject to further refinement.  |                     |                      |
| 220<br>0010  | SPECIAL DISTRICT ACCOUNT REPORTS  | \$ 60               | \$ 60                |
| 220-<br>0083 | SMTD CONTRACTUAL CHARGES  | \$ 25,200           | \$ 21,600            |
|              | These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1990-91 FY has been reduced to \$21,600.  |                     |                      |
| 220-<br>0200 | ALLOCATED SERVICE DEPARTMENT COSTS  | \$ 972              | \$ 3,819             |
|              | This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The major increase this year was the result of staff turnover and the result- and personnel costs. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES  | \$ 1,700            | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.  |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION   | \$ 645              | \$ 645               |
|              | This figure is based on estimates prepared by the County.   |                     |                      |
| 236          | INSURANCE - CASUALTY  | \$ 62               | \$ 62                |
|              | Exact figures for this cost center are derived by the County.   |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 260          | BUILDING MAINTENANCE  | \$ 500              | \$ 500               |
|              | This category has been included to cover costs involving office renovations, constructing cabinets or shelves, etc.   |                     |                      |
| 264          | RENTS - STRUCTURES AND GROUNDS  | \$ 9,000            | \$30,000             |
|              | The dramatic increase in rents reflects two things. First the need for added space commensurate with COG's added responsibilities and secondly, the possibility of having to relocate outside county facilities which is also considerably more expensive. Also included in this figure is a one time moving expense. |                     |                      |
| 451          | FIXED ASSETS  |                     |                      |
|              | A) Office Equipment   |                     |                      |
|              | . One fax machine   |                     | \$2,000              |
|              | . One small panel table   |                     | \$ 265               |
|              | . Misc. office equipment  |                     | \$ 250               |
|              | . Two 42" H, 3 shelves bookcases  |                     | \$ 300               |
|              |   |                     | -----                |
|              | Total Office Equipment  |                     | \$2,815              |
|              | B) Computer Equipment   |                     |                      |
|              | . One Laptop computer (280)   |                     | \$ 5,000             |
|              | . Two Laser HD2 type printers   |                     | \$ 4,000             |
|              | . One CD RAM Player   |                     | \$12,000             |
|              | . Expanded RAM for 3 computers  |                     | \$ 2,000             |
|              | . Associated cabling and software   |                     | \$ 1,500             |
|              | Total   |                     | \$24,500             |
|              | TOTAL FIXED ASSETS  |                     | \$27,315             |

# BUDGET TOTALS

|                             | Budgeted<br>1989-90 | Requested<br>1990-91 |
|-----------------------------|---------------------|----------------------|
| Total Salaries              | \$409,021           | \$436,206            |
| Total Fringe Benefits       | \$ 99,402           | \$107,463            |
| Total Services and Supplies | \$269,969           | \$323,306            |
| Total Fixed Assets          | \$ 12,065<br>-----  | \$ 27,315<br>-----   |
| TOTAL                       | \$790,457           | \$894,290            |

## 1990-91 OWP REVENUE SOURCES

|   |                |
|---|----------------|
| State Subvention 1990-91 Allocation       | \$ 86,500      |
| State Subvention Prior Year Carryover     | 6,740          |
| PL 1989/90 Allocation (Available 10/1/90) | 210,002        |
| PL Prior Year Carryover                   | 161,790        |
| UMTA Section 8 1990-91 Allocation         | 25,200         |
| TDA Administration (LTF)                  | 39,000         |
| TDA Apportionment (LTF)                   | 199,180        |
| TDA Carryover (LTF)                       | 7,160          |
| FAP Rideshare                             | 209,700        |
| SAAG FAP Match                            | 8,400          |
| S.J.Co. Airport Land Use Support          | 6,000          |
| SMTD-UMTA Sec. 8 Match                    | 6,300<br>----- |
| Est. Funds Available                      | \$965,972      |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
1989-90 Line Item Budget

| Line<br>Item | Description                          | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|--------------------------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria                 | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help                | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries - Contractual               | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.                   | 1,061               | 900                            | 1,176                |
| 191          | Retirement                           | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                                | 8,198               | 7,523                          | 28,350               |
| 193-         |                                      |                     |                                |                      |
| 003          | Medicare                             | 764                 | 609                            | 1,320                |
| 194          | Life Insurance                       | 200                 | 389                            | 135                  |
| 195          | Health Insurance                     | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance                     | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care                          | 470                 | 421                            | 561                  |
| 201          | Office Expense - General             | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense - Postage             | 5,700               | 5,600                          | 6,000                |
| 2 0 3        | S u b s c r i p t i o n s            |                     |                                | a n d                |
|              | Periodicals                          | 200                 | 200                            | 200                  |
| 206          | Communications                       | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships                          | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance                | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases - Equipment           | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and Travel            | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool                           | 1,000               | 600                            | 1,000                |
| 220          | Professional and Special<br>Services | 177,500             | 100,000                        | 174,000              |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1990-91 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1989-90 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

| LINE<br>ITEM | DESCRIPTION           | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-----------------------|---------------------|----------------------|
| 101-         | SALARIES - CAFETERIA  | \$ 9,500            | \$ 11,500            |
| 002          |                       |                     |                      |
| 131          | SALARIES - EXTRA HELP | \$ 7,800            | 8,000                |

This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries.

|     |                        |           |           |
|-----|------------------------|-----------|-----------|
| 141 | SALARIES - CONTRACTUAL | \$391,721 | \$416,706 |
|-----|------------------------|-----------|-----------|

This category includes all COG's fulltime positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.

- 1 Executive Director
- 1 Deputy Director
- 2 Senior Planner
- 2 Associate Planners
- 2 Assistant Planners
- 1 Account Technician II
- 1 Clerk Steno II
- 1 Clerk Typist II

| LINE<br>ITEM | DESCRIPTION                             | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
| 189          | UNEMPLOYMENT COMPENSATION               | \$ 1,176            | \$ 971               |
| 191          | RETIREMENT                              | \$ 47,400           | \$ 57,639            |
| 193          | OASDI                                   | \$ 28,350           | \$ 14,542            |
| 193-<br>003  | MEDICARE                                | \$ 1,320            | \$ 2,309             |
| 194          | LIFE INSURANCE                          | \$ 135              | \$ 338               |
| 195          | HEALTH INSURANCE                        | \$ 17,900           | \$ 27,595            |
| 196          | DENTAL INSURANCE                        | \$ 2,560            | \$ 3,432             |
| 199          | VISION CARE                             | \$ 561              | \$ 637               |
|              | TOTAL SALARIES AND EMPLOYEE<br>BENEFITS | \$508,423           | \$543,669            |
| 201          | OFFICE EXPENSE - GENERAL                | \$ 15,000           | \$ 20,000            |

The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One cost included in this line item printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharing Program. Some of the expense also includes computer software upgrades. Also included this year is the acquisition of the Census Transportation package which was recommended by the Federal funding agencies (\$5,000).



| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
| 202          | OFFICE EXPENSE - POSTAGE   | \$ 6,000            | \$ 7,200             |
|              | <p>One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates are expected to increase approximately 30% this next year and account for the increase in the postage budget. The total cost for postage also reflects the volume of mail generated by the COG and the continually expanding use of the mails by the Ridesharing Program.</p> |                     |                      |
| 203          | SUBSCRIPTIONS AND PERIODICALS  | \$ 200              | \$ 250               |
|              | <p>This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.</p>   |                     |                      |
| 206          | COMMUNICATIONS   | \$ 8,000            | \$ 11,500            |
|              | <p>Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, state, and federal agencies. The COG's coordination efforts require a considerable amount of long distance calling. A significant portion of the cost results from maintaining a toll free ridesharing number.</p>   |                     |                      |

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|--|---------------------|----------------------|
|              | This number receives a high volume of calls but is covered from the Rideshare grant. Also included is the cost of setting up a new phone system as part of COG relocation.   |                     |                      |
| 209          | MEMBERSHIPS  | \$ 1,900            | \$ 3,500             |
|              | Included in memberships are COG's memberships in CalCOG (\$2,750) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).   |                     |                      |
| 211          | EQUIPMENT MAINTENANCE  | \$ 2,500            | \$ 2,500             |
|              | This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed. Although there may not be a need for the full amount, as evidenced in the current year, it is well to have it should it be needed. |                     |                      |
| 214          | RENTS AND LEASES - EQUIPMENT   | \$ 5,640            | \$ 6,000             |
|              | The cost incurred within this line item reflect COG's copying costs. COG leased a new copy machine last year and now publishes almost all their own documents. Although our rents and leases budget has increased we have cut back considerably on our printing costs.   |                     |                      |
| 217          | TRANSPORTATION AND TRAVEL  | \$ 17,590           | \$ 17,590            |
|              | COG's are for the most part inter-governmental in nature and frequent interaction with other agencies outside the County is essential. Trips   |                     |                      |

| LINE<br>ITEM | DESCRIPTION | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-------------|---------------------|----------------------|
|--------------|-------------|---------------------|----------------------|

outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. In keeping with COG's travel policy the COG Board authorized the attendance of up to four COG Board members at CALCOG annual conference.

Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$500
- . Mileage reimbursements for use of personal cars - \$2,000
- . Meal reimbursements for required attendance at meetings - \$1,200
- . 8 meetings of the Calif. COG Directors (statewide, usually N. California) - \$1,500

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | <ul style="list-style-type: none"> <li>. 1 national conference or business meeting of significant importance - \$1,400</li> <li>. Attendance for two at the annual Intermodal Planning Group Conference - \$1,250</li> <li>. 4 dinner meetings of the COG Executive Committee - \$160</li> <li>. COG Board and staff attendance at CALCOG - \$3,830</li> <li>. Staff participation in RTPA - \$2,500</li> </ul>   |                     |                      |
|              | Request - \$17,590  |                     |                      |
| 218          | MOTOR POOL  | \$ 1,000            | \$ 1,000             |
|              | <p>The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.</p>  |                     |                      |
| 220          | PROFESSIONAL AND SPECIAL SERVICES   | \$174,000           | \$195,380            |
|              | <p>Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$83,880; Legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A recalibration of COG's transportation model - \$20,000; and an update of the Airport Land Use Plan - \$20,000; TMA support \$2000; Rail Studies \$25,000.</p> |                     |                      |

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|---|---------------------|----------------------|
|              | Some costs reflected above are calculated estimates and subject to further refinement.  |                     |                      |
| 220<br>0010  | SPECIAL DISTRICT ACCOUNT REPORTS  | \$ 60               | \$ 60                |
| 220-<br>0083 | SMTD CONTRACTUAL CHARGES  | \$ 25,200           | \$ 21,600            |
|              | These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1990-91 FY has been reduced to \$21,600.  |                     |                      |
| 220-<br>0200 | ALLOCATED SERVICE DEPARTMENT COSTS  | \$ 972              | \$ 3,819             |
|              | This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The major increase this year was the result of staff turnover and the result- and personnel costs. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES  | \$ 1,700            | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.  |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION   | \$ 645              | \$ 645               |
|              | This figure is based on estimates prepared by the County.   |                     |                      |
| 236          | INSURANCE - CASUALTY  | \$ 62               | \$ 62                |
|              | Exact figures for this cost center are derived by the County.   |                     |                      |

| LINE<br>ITEM | DESCRIPTION | BUDGETED<br>1989-90 | REQUESTED<br>1990-91 |
|--------------|-------------|---------------------|----------------------|
|--------------|-------------|---------------------|----------------------|

|     |                      |        |        |
|-----|----------------------|--------|--------|
| 260 | BUILDING MAINTENANCE | \$ 500 | \$ 500 |
|-----|----------------------|--------|--------|

This category has been included to cover costs involving office renovations, constructing cabinets or shelves, etc.

|     |                                |          |          |
|-----|--------------------------------|----------|----------|
| 264 | RENTS - STRUCTURES AND GROUNDS | \$ 9,000 | \$30,000 |
|-----|--------------------------------|----------|----------|

The dramatic increase in rents reflects two things. First the need for added space commensurate with COG's added responsibilities and secondly, the possibility of having to relocate outside county facilities which is also considerably more expensive. Also included in this figure is a one time moving expense.

#### 451 FIXED ASSETS

|                                  |  |         |
|----------------------------------|--|---------|
| A) Office Equipment              |  |         |
| . One fax machine                |  | \$2,000 |
| . One small panel table          |  | \$ 265  |
| . Misc. office equipment         |  | \$ 250  |
| . Two 42" H, 3 shelves bookcases |  | \$ 300  |
|                                  |  | -----   |

|                        |         |
|------------------------|---------|
| Total Office Equipment | \$2,815 |
|------------------------|---------|

|                                   |  |          |
|-----------------------------------|--|----------|
| B) Computer Equipment             |  |          |
| . One Laptop computer (280)       |  | \$ 5,000 |
| . Two Laser HD2 type printers     |  | \$ 4,000 |
| . One CD RAM Player               |  | \$12,000 |
| . Expanded RAM for 3 computers    |  | \$ 2,000 |
| . Associated cabling and software |  | \$ 1,500 |

|       |          |
|-------|----------|
| Total | \$24,500 |
|-------|----------|

|                    |          |
|--------------------|----------|
| TOTAL FIXED ASSETS | \$27,315 |
|--------------------|----------|

# BUDGET TOTALS

|                             | Budgeted<br>1989-90 | Requested<br>1990-91 |
|-----------------------------|---------------------|----------------------|
| Total Salaries              | \$409,021           | \$436,206            |
| Total Fringe Benefits       | \$ 99,402           | \$107,463            |
| Total Services and Supplies | \$269,969           | \$323,306            |
| Total Fixed Assets          | \$ 12,065<br>-----  | \$ 27,315<br>-----   |
| TOTAL                       | \$790,457           | \$894,290            |

## 1990-91 OWP REVENUE SOURCES

|   |                |
|---|----------------|
| State Subvention 1990-91 Allocation       | \$ 86,500      |
| State Subvention Prior Year Carryover     | 6,740          |
| PL 1989/90 Allocation (Available 10/1/90) | 210,002        |
| PL Prior Year Carryover                   | 161,790        |
| UMTA Section 8 1990-91 Allocation         | 25,200         |
| TDA Administration (LTF)                  | 39,000         |
| TDA Apportionment (LTF)                   | 199,180        |
| TDA Carryover (LTF)                       | 7,160          |
| FAP Rideshare                             | 209,700        |
| SAAG FAP Match                            | 8,400          |
| S.J.Co. Airport Land Use Support          | 6,000          |
| SMTD-UMTA Sec. 8 Match                    | 6,300<br>----- |
| Est. Funds Available                      | \$965,972      |

**SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
1989-90 Line Item Budget**

| Line<br>Item | Description                          | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|--------------------------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria                 | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help                | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries - Contractual               | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.                   | 1,061               | 900                            | 1,176                |
| 191          | Retirement                           | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                                | 8,198               | 7,523                          | 28,350               |
| 193-         |                                      |                     |                                |                      |
| 003          | Medicare                             | 764                 | 609                            | 1,320                |
| 194          | Life Insurance                       | 200                 | 389                            | 135                  |
| 195          | Health Insurance                     | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance                     | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care                          | 470                 | 421                            | 561                  |
| 201          | Office Expense - General             | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense - Postage             | 5,700               | 5,600                          | 6,000                |
| 2 0 3        | S u b s c r i p t i o n s            |                     |                                | a n d                |
|              | Periodicals                          | 200                 | 200                            | 200                  |
| 206          | Communications                       | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships                          | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance                | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases - Equipment           | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and Travel            | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool                           | 1,000               | 600                            | 1,000                |
| 220          | Professional and Special<br>Services | 177,500             | 100,000                        | 174,000              |